

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE Application Date	1. Agency Address Office of Planning and Budget	FOR RECORDS MANAGEMENT USE Application Number							
Application Date	Internal Operations Division								
	Room 612	19-175-A							
Application Number	270 Washington Street	Date Received Date Completed							
<u> </u>	Atlanta, Georgia 30334	DEC 1 7 1979 DEC 3 1 1979							
2. Person to Contact	Working Title	Telephone Number							
Bill Smith	Special Assistant to OPB I	Director 656-3833							
3. Action Requested									
2 .	Schedule; record will continue to accumulate.								
-	ccumulation; no further accumulation anticipated.								
c. © Amend Application (4. Dates of Series	c. ☑ Amend Application No. 79-175 Check One: ☑ Change; ☐ Supercede; ☐ Void								
Earliest Latest	5. Records Series Title (followed by title used in office; if d	inerent)							
FY 78 , to date	ANNUAL BUDGET REPORTS FILES	,							
6 Biring and Office Forest	Miles in the females of the Delivery								
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?							
Headed by a Dia	rector, this Division is responsible for pr	coviding support services to							
	and personnel within the Office of Planning								
	ation of the OPB Budget, maintenance of age								
sion of purchas	ses, supplies and inventory controls, prepa	ration of all graphics ma-							
terials, and pe	erformance of all personnel services. This	Division also provides these							
same services t	to the Office of Consumer Affairs, the Cons	sumers Utility Counsel and							
	Committee on Postsecondary Education under	: the "administrative purposes							
only provision	n of reorganization.								
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7. Record Series Description	This file contains the following documents (include form no	umbers and titles, if any):							
Degraments relation to: nwo	Attach samples of the file.								
Documents relating to. pro	oposing and amending the annual State budge	et for Georgia.							
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Included are: put	olications entitled:								
-	The Annual Budget Report for Georgia								
(2)) The Capital Budget Report	•							
(3)) The Amended Budget Report								
(4)	The Budget In Brief	•							
(5)) The Governor's Policy Statement								
(6)) Any other similar publications that may l	e added in the future.							
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File is arranged: chi	ronologically by fiscal year.								
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8. Monthly Reference Rate	How often are records referred to which are:								
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;									
twenty-five months and older									
9. Annual Rate of Accumulatio	n of Records								
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)							
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AR-50-71; Rev. 76	(Over)								

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	fficial copy of the	e series?	**	*				
IT HOL, Wher		dential information	n requiring security handling? If yes, cite law or re	aulation.				
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X c. Is this a vita		il or long term res	aged value 2	1				
				could these				
l [e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
x f. Is the inform	nation contained	in this series ever	published? If ves. attach copy. Appropriation					
		in this series ever	analyzed and/or recorded in a summarized report?	Assemb1y				
x If yes, attac		teries in your offi	ce, or in another office or agency?					
		out all State						
			microfilmed?	•				
		in a computer prin						
11. Retention Requirements	: Th	ne following requi	res the series to be kept:					
a. State Law		years.	d. Audit period	years.				
b. Statute of limitation		years.	e. Administrative need HIS	STORICAL years.				
c. Federal law		years.	f. Federal retention instructions	years.				
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Attach copy or excerpt of	of laws or regulati	ons. Explain adm	inistrative need.	:				
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12. Approved Disposition In	structions T	nis agency recomn	nends that the file series be cut off at the end of eac	h:				
		Calendar Year: [☐ Fiscal Year; ☐ Other	then,				
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☐ Hold in the current f		month(s)	year(s); then					
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YES	NO	10.	Questionnaire	(Place an "X	" in the proper a	olumn)				
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			d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these							
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	x				n this series ever a		l/or recorded in a summarized re	port?	ASSEMBLY	
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